



Clermont County Permit Central

MANUFACTURED HOUSING GUIDE

Application Requirements: The Ohio Revised Code Section 4781 requires that all manufactured housing structures to be installed to meet The Ohio Manufactured Homes Commission (OMHC) and Clermont County rules and regulations. Bring copies of the following documents to our office and apply for approval.

1. Two (2) complete sets of construction documents and site plans. NOTE! The site plan must be prepared by a licensed engineer or surveyor unless this is a replacement unit on the same lot.
2. Application completed and signed by applicant. To complete the application, you will need all project information including Street No. & Name and your parcel ID (contact the Auditor's office, 732-7150). Indicate applicable fuel (oil, gas, lpg, etc.) and/or electric utilities.
3. Applicable fees paid.
4. Flood plain determination and/or Flood Plain Development Application.
5. Provide a Zoning permit or Letter of Approval from your local Township or Village.
6. Sewage Disposal Approval (for both new and replacement units)
 - a. Public sewer system, or
 - b. Private/On-Site system (Permit from Clermont County General Health District or Ohio EPA)
7. OMHC Installer and certification number. If the homeowner is installing the home, (per OHMC) the owner has the do the work themselves.

We will review your plans by 11:00 a.m. the first business day after your submittal. Call the office after 11:00 am to verify if plans were approved. If there are corrections to be made you will need to return to our office and pick up your drawings along with the correction list. Drawings will need to be corrected and returned to our office for review.

Plans from the Manufacturer are requested. If you have any additional work proposed (shed, addition, etc.), separate applications will be required. Electric and heating drawings do not need to be drawn-out, but will be inspected in the field for compliance.

Design Requirements

Frost depth for footings is 30"

See the Residential Plan Review Checklist for an example of the design elements we will review. The items on this list will be examined and any other issues that may pertain to your project.

Plans Required (2 complete sets)

1. Site Plan showing:
 - a. Location of the unit relative to property lines and other buildings
 - b. Location of utilities such as electric, water and septic/sewer
 - c. Gutter and down spout termination at least 5' from house
2. Floor plan, with room titles of the manufactured structure.
3. Complete working drawing of footer/foundation—the footer and foundation plans must include a diagram from the manufacturer showing the load bearing points, and the footer details.
 - a. Use checklists furnished by the OMHC
 - b. Footers are required under deck and stair posts. All footings must be 30" below grade.
4. Any garages, additions or decks must have detailed construction plans and a Separate Application.
 - a. Any attached garages or additions must be structurally independent.
5. Details of front and rear doors permanent landings (3' x 3' minimum), steps and handrails.
6. Skirting details
7. Crawl space drains (inside) and sump crocks.
8. Crawl space vents.
9. A blocking and anchoring layout.

An incomplete application or submittal cannot be accepted. Plans that are not to scale or do not include **ALL** the above information **CAN NOT BE APPROVED**.

A **Partial Permit** will be issued in accordance with 4781-7-09(Q) for all Site Preparation for placement of the Manufactured Structure, including:

1. Water Management and Sediment Control (WMSC)
2. On-Site Septic System – Contact the Clermont County Board of Health for permits and inspections.
3. Preliminary Electric Work – Service release cannot be provided until the full permit is issued.
4. All site work; including the driveway and footings and foundations.

The Partial Permit is valid for 1-year and can be extended a maximum of two times (180 days each) upon written request and payment of fee. **AFTER** the Septic System is installed and COMPLETED, the **Full Permit** can be issued and the Electric Service and All Inspections can be made.

Required Inspections (see Manufactured Home Installation Process Guide):

1. Footer/Foundation, when digging is complete, but before concrete is placed.
2. Electrical service.
3. Final inspections including all check list items on final inspection checklist.
4. OMHC seal placement – to be placed by the Clermont County Building Inspection Department.